



Principal: **Annie Bladon** BSc (Hons) RAD RTS

Class Procedure

The purpose and scope of this class procedure:

AFB Dance Academy has a class procedure to help ensure the wellbeing of its students. We aim to provide a safe and secure environment for students to learn and enjoy dance.

The basic principles and aims of this document:

To highlight class procedure in the following areas:

- drop off and collection (including carpark safety)
- parental supervision and contact details
- punctuality
- attendance
- code of conduct
- uniform
- personal property
- food and drinks

Drop off and collection

AFB Dance Academy shares a car park with various other businesses on the premises. We kindly request that all visitors park responsibly and adhere to any posted signage regarding disabled parking areas and no parking zones. The zone immediately outside the studio entrance is for disabled parking only and should only be used by blue badge holders. Please refrain from using this area as a drop-off point.

When dropping off your child, parents and guardians should park their vehicle and, when appropriate, accompany their children to the studio entrance. Given the potential busyness of the car park, it's essential to keep a watchful eye on your children at all times while navigating the area. Additionally, please educate them about safety measures concerning both stationary and moving vehicles.

Whenever possible, use the pathway leading directly to the studio entrance for access, rather than the entrance to the Garden Centre. This is especially crucial for evening classes, particularly after the Garden Centre's closure. The Garden Centre has its own security system equipped with motion sensors, and approaching its entrance post-closure may trigger the alarm system. Accidental activation of the alarm system can lead to significant disruptions during our classes.

For the safety of our students, they should be picked up from the studio entrance and will not be allowed to exit the building into the car park unaccompanied (unless otherwise arranged).

Students will only be released to a registered parent or guardian. If someone other than a parent or guardian will be collecting your child, please inform Miss Annie in advance. In the event that an unexpected individual arrives to collect a child, the registered parent will be contacted by phone before the child is released.

Security procedure during sessions

From September 2024, to enhance the security of our studio during sessions, the front door will be locked using a magnetic locking system when there are no parents in the waiting room. This system ensures that no one can enter the building without being granted access from the inside. Exiting the studio is straightforward through the use of an internal push button release. Parents who need to enter the waiting room during a class should ring the bell located outside the studio and wait to be admitted. Please be aware that entry may not be immediate if a class is in progress, as the teacher or teaching assistant may need to wait for a suitable break in the class to open the door. This adjustment is being implemented to maintain a safe environment for our students during classes.

Parental supervision and contact information

Parents of children in the Nursery Class are kindly asked to stay on-site for the duration of their child's class. While your child dances, parents have the option to use our studio waiting areas, return to their vehicle, or visit the Garden Centre and Cafe. However, please note that it's essential not to leave the premises while the class is in session. This requirement aligns with the terms of AFB Dance Academy's insurance policy.

For parents of children in Pre-Primary classes and above, on-site presence during the class is not mandatory. Nevertheless, it's vital that you remain contactable through the emergency number provided during your student's registration. We strongly urge you to keep all your contact details up to date. Although AFB Dance Academy periodically verifies the contact information provided, it remains the responsibility of parents or guardians to promptly inform us of any changes to these details as they occur. Your timely communication is essential in ensuring the safety and well-being of our students.

Punctuality

Students are kindly requested to arrive promptly for class, fully prepared for their dance session. This entails arriving in appropriate attire, with hair securely tied back if necessary, and wearing the correct footwear.

Changing facilities are accessible at the studio. If you intend to change and prepare for class at the studio, please allocate sufficient time to do so before your class's scheduled start time.

Arriving late to class can potentially disrupt the learning experience for others. Additionally, missing the warm-up phase may leave students inadequately prepared for the class, increasing the risk of injury to themselves. We greatly appreciate your attention to punctuality and preparedness, which contributes to a safe and productive learning environment.

Attendance

We expect all students to maintain regular attendance to ensure their steady progress. Consistent absenteeism can negatively impact both the development of the class as a whole and the individual progress of students.

For students preparing for assessments, attendance will be closely monitored. Those wishing to participate in assessments should commit to attending a minimum of two classes per week as a standard practice. As assessments approach, students may also be invited to attend additional individual or group lessons as deemed necessary by AFB Dance Academy teachers.

Please note that it is within the discretion of AFB Dance Academy teachers to withdraw any student from assessments if their attendance falls below the required level. Such a removal may result in the forfeiture of any assessment fees already paid. We appreciate your understanding and adherence to these guidelines, which are designed to support your child's success in their dance journey.

Code of conduct

We hold the expectation that all our students exhibit good behaviour while attending classes. This encompasses being polite and displaying respect towards both the teacher and fellow students. Students are required to adhere to our established rules and regulations. Persistent misconduct or failure to comply with these guidelines may necessitate the removal of the student from our classes. For detailed information about our behaviour expectations and the disciplinary process, we kindly direct you to our "Code of Behaviour for Children and Young People" document. This document provides comprehensive insight into our conduct expectations and the procedures that will be followed in the event of disciplinary issues.

Uniform

It is of paramount importance that students come to class appropriately dressed. This ensures they can perform their dance techniques correctly, maintains their safety during dance activities, and presents a neat and elegant appearance.

To uphold these standards, AFB Dance Academy has established a prescribed uniform that students are expected to wear, at the latest, starting from their second half term of attendance. For detailed information about the uniform requirements for each level, we invite you to visit our school website.

Loose hair and ponytails can negatively impact a dancer's performance and disrupt the desired clean lines, which are particularly important in classical ballet. Consequently, we kindly request that students strive to have their hair secured in a bun for lessons. For those with shorter hair, please use a headband to keep hair away from the face.

We maintain a shoe policy that prohibits outdoor footwear within the studio classroom. All outdoor shoes should be removed before entering the classroom. This policy is in place to ensure that the studio floor remains as clean as possible, providing an optimal surface for dancing. If parents wish to accompany their child into the classroom, they will be requested to remove their shoes as well. Your cooperation in adhering to these guidelines is greatly appreciated.

Personal property

To prevent any mix-ups, it's essential that all clothing and shoes are clearly labeled with the student's name. While every effort will be made to ensure students leave the class with their belongings intact, it's important to note that AFB Dance Academy cannot be held responsible for any missing items.

Inside the studio, we provide shelving for the storage of personal belongings. For Nursery Dance students, it is permissible to bring one toy along with their change of dance shoes into the studio. These items should be placed on their designated shelf until the appropriate moment in the class. For Pre-Primary and Primary students, we request that only their change of dance shoes is brought into the studio, with all outdoor shoes and bags to be left in the waiting or changing areas.

From Grade 1 and above, dance bags are allowed into the studio for storage on a shelf. However, it's important to note that all outdoor shoes and clothing should still remain in the designated changing area.

In cases where mobile phones are brought into the studio classroom, they should be either turned off or set to silent mode. We kindly ask that phones are not used during class. If phone usage is observed, they may be temporarily confiscated until the end of the class. Your cooperation in adhering to these guidelines contributes to a focused and respectful learning environment.

Food and drinks

It should generally not be necessary for students to consume food during their dance lessons; thus, bringing food or snacks into the classroom is discouraged. However, recognising the importance of hydration, students of school age or above may bring a water bottle with a secure lid into the class if they choose to do so. We kindly request that fizzy drinks be avoided.

While in a school setting, students are encouraged to drink as needed throughout the day, the same approach is not always practical during a dance lesson. Therefore, there will be designated short breaks within the lesson when students will have the opportunity to hydrate. Outside of these designated breaks, students should seek permission from the teacher if they wish to have a drink. This approach ensures that our classes run smoothly and that students remain fully engaged during teaching sessions. Your cooperation in this matter is greatly appreciated and contributes to an optimal learning environment.

Contact details

Email: info@afbdanceacademy.co.uk, Phone: 07722 571121

Signed: School Principal, Miss Annie Bladon

A handwritten signature in black ink that reads "Annie Bladon". The signature is written in a cursive style with a large, stylized initial 'A'.

Date: 29/08/2024

We are committed to reviewing our policies annually, this policy was last reviewed August 2024.